



APPLICATION FOR DEPOT RENTAL

\$100.00 Deposit + \$200.00 Rental Fee (per day) = \$ 300.00 Total
Deposit will be returned if the guidelines on page 2 are met accordingly.
Rental hours are from 8 AM – 12 midnight day of event ONLY!

Date of Application

Applicant Name _____

Applicant Address _____

Applicant Telephone _____ **(M)** _____

Date of use _____

Type of use _____ **Type of Entertainment:** _____

Time (start-finish) _____

LIABILITY: The applicant must be **21** years of age or older and agrees to assume full responsibility for injury to persons or damage to property during the time the building is being rented under this agreement. The applicant also agrees to be responsible for the use and the care of the Town property. He or she further agrees that the character of entertainment will conform to that stated on the application. There will be **NO SMOKING** in Town Buildings. Applicant will be responsible for leaving the building clean. **THE TOWN RESERVES THE RIGHT TO CANCEL THIS CONTRACT AT ANY TIME.**

Town not responsible for items left behind.

Signature (must be 21 or Older)

**RENTAL IS FOR FREIGHT ROOM ONLY. THE MAXIMUM OCCUPANCY IS 100 PEOPLE WITH CHAIRS AND 75 WITH TABLES AND CHAIRS
(PARKING MAY BE LIMITED).**

Name and address refund is to be mailed: _____

****NOTE**** Cancellation must be made in writing **1 (one) month prior** to your event date.
Failure to do so will result in forfeit of deposit refund.

Persons scheduling the Depot for events less than 30 days in advance will not qualify for refund if canceled prior to the scheduled event. Initial: _____

****Copy of Drivers License or I.D. Attached** _____

Staff Initials

CUSTOMER CHECKLIST FOR TRAIN DEPOT

IN ORDER TO RECEIVE A REFUND OF YOUR DEPOSIT THE FOLLOWING MUST BE COMPLETED IMMEDIATELY AFTER USE: SOMEONE WILL BE IN THE FOLLOWING MORNING TO CHECK THE FACILITY.

CLEANING SUPPLIES AND TRASH BAGS ARE NOT SUPPLIED. YOU MUST SUPPLY YOUR OWN. TOILET PAPER AND HAND TOWELS WILL BE IN THE RESTROOMS. YOU MAY WANT TO BRING REFILLS.

DO NOT USE STAPLES IN WALLS OR WOOD

- ✦ **NO SURFACE FRYING** (stove for warming only)
- ✦ **TRASH CANS** must be dumped completely.
- ✦ **GARBAGE** must be put in trash bags and placed in the cans outside the building.
- ✦ **KITCHEN COUNTERS** must be wiped clean with mild detergent.
- ✦ **HARDWOOD FLOORS** must be swept.
- ✦ **KITCHEN AND BATHROOM FLOORS** must be mopped with mild floor cleaner.
Do not use bleach on the floors!
- ✦ **BOTH BATHROOMS** must be cleaned and disinfected.
- ✦ **NO MARKS** left on the walls. Nothing may be attached to the walls or ceiling.
- ✦ **REFRIGERATOR** Must be wiped clean/no food left behind
- ✦ **STOVE/OVEN** must be wiped clean inside and out.
- ✦ **STOVE/OVEN** must be turned off
- ✦ **ALL WATER** faucets must be turned off
- ✦ **TEMPERATURE FOR A/C AND HEAT** must be adjusted accordingly
(A/C 78° and Heat 72°)
- ✦ **ALL LIGHTS** and ceiling fans must be turned off.
- ✦ **ALL DOORS** must be closed completely and locked.
- ✦ **KEY** must be returned next business day (morning).
- ✦ **TABLES AND CHAIRS** must be wiped clean with a mild detergent. (All tables and chairs must be returned to their original location.)
- ✦ **ALL TRASH** outside the building or in the parking area must be picked up (INCLUDES confetti and cigarette butts).

RENTER Will Be Responsible Financially For Any And All Damage Done To The Facility During Their Rental Period. (Includes missing items)

FAILURE TO COMPLY With The Above Requirements Will Result In Forfeiture Of The Security Deposit.

I have received a copy of the Depot Checklist:

Renter

Date